

Bylaws & Policies

Northwest Allen County Schools

1000 Policies – Administration

Northwest Allen County Schools

Bylaws & Policies

Adoption Resolution

Resolved, that the bylaws and policies printed and codified in the comprehensive document entitled “Bylaws & Policies of the Northwest Allen County School Corporation School Board” are hereby adopted and that all bylaws and policies heretofore adopted by the Northwest Allen County School Corporation School Board are hereby rescinded, further be it

Resolved, that in the event any policy, part of a policy, or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction, or is invalidated by a policy or contract duly adopted by this School Board the remaining bylaws, policies, and parts of policies shall remain in full effect.

Take notice that the foregoing resolution was adopted by the Northwest Allen County School Corporation School Board at a public meeting held at Fort Wayne, Indiana on May 3, 1993.

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1100 CORPORATION ORGANIZATION

~~The Superintendent shall continually monitor the effectiveness of the Corporation organizational plan and recommend to the Board such modifications in the plan which are in the best interests of students, are the best use of Corporation resources, and serve the educational goals of the Board.~~

~~Modification in the organizational plan of the schools may be made by the Board upon the recommendation of the Superintendent.~~

~~The Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the Corporation in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School Corporation and the specific conditions of the stated contract or agreement.~~

~~Revised 12/17/2012~~

REPLACED BY: D100 - SEE BOARD DOCS

1200 ADMINISTRATOR ETHICS

The proper performance of school business and administration of an effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Board expects all administrators to maintain high standards in their working relationships, provide professional leadership in the Corporation and community, and in the performance of their duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally confidential information;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

In addition, the Board believes that each administrator should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted from the American Association of School Administrators' *Statement of Ethics for School Administrators* by:

- A. making the well-being of students the fundamental value of all decision making and actions;
- B. fulfilling professional responsibilities with honesty and integrity;
- C. supporting the principle of due process and protecting the civil and human rights of all individuals;
- D. obeying local, State and national laws and not knowingly joining or supporting organizations that advocate, directly or indirectly, the overthrow of the government;
- E. implementing the Board's policies and administrative rules and regulations;
- F. pursuing appropriate measure to correct those laws, policies, and regulations that are not consistent with sound educational goals;
- G. avoiding the use of his/her position for personal gain through political, social, religious, economic, or other influences;
- H. accepting academic degrees or professional certification only from duly accredited institutions;
- I. maintaining the standards and seeking to improve the effectiveness of the profession through research and continuing professional development;
- J. honoring all contracts until fulfillment, release or dissolution mutually agreed upon by all parties to the contract.

Adopted 9/1/09

REPLACED BY: D225 - SEE BOARD DOCS

1210 BOARD – SUPERINTENDENT RELATIONSHIP

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without the recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrator of the School Corporation, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the Corporation.

The Board shall retain oversight supervision of such guidelines.

In order to expedite negotiation procedures, the Superintendent or his/her designee is appointed the chief representative of the School Board for the purpose of determining negotiation strategies and members of negotiation teams for collective bargaining with recognized unions and employee units.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

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1214 STAFF GIFTS

~~The School Board discourages the presentation of gifts to administrators.~~

~~Upon the recommendation of the Superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.~~

~~Administrators shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, administrators shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, administrators who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the Corporation or a vendor with whom the Corporation is doing business, whereby an individual administrator receives compensation in any form for services rendered.~~

~~Such compensation includes, but is not limited to cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an administrator receives such compensation, albeit unsolicited, from a vendor, the administrator shall notify the Superintendent, in writing, that s/he received such compensation and the compensation has been returned to the vendor.~~

~~An employee of the School Corporation making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. 35-44-1-3.~~

~~I.C. 35-44-1-3~~

REPLACED BY: A125 - SEE BOARD DOCS

1220 EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of this Corporation in the Superintendent of Schools. The appointment of the **Superintendent** is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent of Schools becomes vacant, the Board will appoint a Superintendent and fix his/her salary and term of employment which will be no less than three (3) years. However, a subsequent contract may be for a term of any duration.

The Board will actively seek the best qualified and most capable candidate for the position of Superintendent.

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants.

Recruitment procedures will be prepared in advance of the search and will include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this Corporation and its educational goals;
- D. the requirement that each serious candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- E. solicitation of applications from a wide geographical area;
- F. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this Corporation unless s/he has signed an employment contract with the Board.

Such contract will be in the basic form of the regular teacher's contract and will include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Superintendent will be paid and the intervals at which s/he will be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Superintendent so appointed will devote himself/herself to the duties of his/her office.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary will be considered by this Board to constitute grounds for his/her dismissal.

I.C. 5-14-1.5-6.1(b)(5) and (9); 20-28-8-6-7-8

Revised 11/18/02

Revised 5/7/07

1230 RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent shall strive to achieve Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation. In addition, the Superintendent shall exercise the authority delegated to him/her regarding policies and/or guidelines (Bylaw 0132.2).

Duties and Responsibilities

The Superintendent shall be directly responsible to the School Board for the performance of the following assigned duties and responsibilities:

- A. Board accountability
 - 1. Understand and implements the purposes, goals and objectives as identified by the Northwest Allen County Board of School Trustees.
 - 2. Analyzes the needs of the school system, recommends priorities for action to the Board, and reflects the approved priorities in the annual budget.
 - 3. Develops satisfactory communication devices to keep the members of the board fully informed about significant and critical problems confronting the school system.
 - 4. Supports Board decisions and ensures all Board policies are implemented.
- B. Staff relations
 - 1. Creates a satisfactory system of two-way communication with teachers and other employee groups.
 - 2. Develops formalized procedure for selection of teachers and substitute teachers.
 - 3. Secures and nominates for employment the best qualified and most competent candidates.
 - 4. Serves as primary communications link between the staff and Board.
 - 5. Visits schools regularly to confer with staff, principals and students.
 - 6. Assumes final responsibility for recommendations concerning the election, assignment, re-assignment, transfer, evaluation and dismissal of all personnel.
- C. Community relations
 - 1. Exercises leadership in the development and execution of a public relations program to keep the community well-informed about school system activities, problems and establishes harmonious relationships with the news media.
 - 2. Attends school related activities regularly
 - 3. Participates actively in community life.
 - 4. Emphasizes the positive aspects of the School Corporation.
- D. Leadership skills
 - 1. Coordinates the total educational program and provides leadership in its development and improvement.
 - 2. Makes the necessary administrative decisions in order for the school system to function properly.
 - 3. Identifies and evaluates all alternatives when dealing with problems.
 - 4. Organizes effectively and plans ahead to meet school system problems.

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5. Is creative and stimulates new ideas in others.
6. Confronts problems with confidence and attempts to solve them in a timely and thorough manner.

E. Personal/professional development

1. Constantly strives to improve effectiveness and performance.
2. Represents the School Corporation in a professional manner at all times.
3. Exhibits a positive and enthusiastic attitude.
4. Is sensitive to the reactions of others and deals with them understandingly.
5. Demonstrates emotional control; is calm, poised and mature

F. Fiscal management

1. Through the discharge of the responsibilities of the business manager, the budget utilized as an aid to the Board in helping it to determine the impact of decisions which it makes involving on-going and unanticipated outlay.
2. Keeps informed on need of the school programs, facilities, equipment and supplies.
3. Keeps abreast of available funding alternatives and applicable statutes.
4. Demonstrates responsibility to taxpayers by being frugal in the planning and spending of the Corporation's Funds.
5. Ensures submission of clear and concise financial reports.

G. Educational accountability

1. Oversees and supervises the total operation of the school system with the guidance and counsel of the School Board and within the scope of the policies established by the Board.
2. Keeps abreast of the latest developments in education and is creative in initiating instructional programs and activities.
3. Attends such conferences and conventions as are deemed necessary to keep abreast of latest educational trends and shares his feeling with the Board and staff.
4. Organizes the function in the office of the Superintendent and to delegate wherever possible to that the Superintendent is able to spend a good portion of his time on curriculum planning and development.
5. Assumes the direct responsibility for the development, implementation and operation of the educational programs.
6. Develops and insures the operation of an approved evaluation instrument for all certificated and administrative personnel.
7. Develops a Master Educational Plan for grades K-12, be developed specifically focusing upon the ways in which the curriculums are to be coordinated.

1230.01 DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The School Board delegates to the Superintendent the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the Corporation will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law, and when the Superintendent recommends Board adoption.

The Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents. Student handbooks are to be presented to the Board annually for review and approval.

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

A copy of the Corporation's administrative guidelines manual and a copy of each handbook shall be made a part of the Board's reference materials maintained in the Corporation office.

I.C. 20-23-8

1231 OUTSIDE ACTIVITIES OF ADMINISTRATORS

Administrators should avoid situations in which their personal interests, activities, and associations conflict with the interests of the Corporation. If such situations threaten an administrator's effectiveness within the School System, the Superintendent and/or School Board shall evaluate the impact of such interest, activity, or association upon the administrator's responsibilities.

Administrators may not devote any portion of their normal work day to an outside interest, activity, or association, except as specifically set forth below. However, work related to participation in professional organizations that directly relates to or enhances the administrator's effectiveness in completing work for Northwest Allen County Schools may be exempted from this policy provision by the Superintendent or, in the case of the superintendent, by the Board.

Administrators may not use school property or school time to solicit or accept customers for private enterprises.

Administrators may not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information that the employee has obtained or may obtain by reason of his/her position or authority as a NACS Administrator.

Administrators may not campaign on school property during working hours on behalf of any political issue, or candidate for local, State, or National office. The constitutional right to express political and other opinions as citizens is reserved to all employees.

Administrators should refrain from expressions which disrupt the efficient operation of the school and/or interfere with the maintenance of discipline by school officials.

Services for Educational Foundations

A Corporation Administrator may perform services for an educational foundation which supports the Corporation during normal hours of employment with the approval of the Superintendent. An educational foundation must be an organization which is exempt under Section 501(c)(3) of the Internal Revenue Code. However, the Administrator shall not spend more than 50 normal work hours per calendar year performing such services.

I.C. 35-44.1-1-3

Adopted 9/1/2009

Revised 12/15/2014

1240 EVALUATION OF THE SUPERINTENDENT

The School Board believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the Corporation with the best possible leadership.

The Board shall evaluate the Superintendent at least annually or as negotiated through the employment contract between the Board and the Superintendent. Such evaluation shall include an assessment of:

- A. the progress toward the educational goals of the Corporation established by the Board and the Superintendent;
- B. the working relationship between the Board and the Superintendent; and
- C. the Board's own effectiveness in providing direction to the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

The Board and the Superintendent, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted. Such method shall comply with legal provisions outlined in I.C. 20-28-11.5 and may include:

- A. the Superintendent's own self-analysis;
- B. the active participation of each Board member;
- C. evaluation interviews between the Board and Superintendent during which no other business is discussed; and/or
- D. the Superintendent's assessment of Board efficiency and effectiveness.

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared to:

- A. determine the Superintendent's salary;
- B. identify strengths and weaknesses in the operation of the Corporation and determine means by which weaknesses can be reduced and strengths are maintained;
- C. establish specific objectives, the achievement of which will advance the Corporation toward its goals; and
- D. improve its own performance as the public body ultimately charged with the educational responsibility of this Corporation.

I.C. 20-28-11.5

Revised 12/15/2014

1241 NON-REEMPLOYMENT OF THE SUPERINTENDENT

The School Board has an obligation to employ professional leadership best trained and equipped to meet the educational needs of all students in the District. It shall meet that obligation by retaining only a highly-qualified person as Superintendent for this Corporation.

If the services of the Superintendent are found to be unsatisfactory to the Board, s/he shall be notified by the President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified in writing by the President, as directed by the Board. Notification of its intent not to renew and/or extend his/her services shall be given to the Superintendent by the Board President.

The contract of the Superintendent may be terminated during its term in accordance with statutory procedures and provisions outlined in the negotiated contract between the Board and the Superintendent.

I.C. 20-28-8

Revised 12/15/2014

1260 INCAPACITY OF THE SUPERINTENDENT

It is the legal duty of the School Board to appoint a temporary or acting Superintendent by a majority vote of the Board upon determination that the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the temporary Superintendent who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract whichever is sooner. S/He shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a majority vote of the Board.

The Board shall determine that the Superintendent is incapacitated:

- A. at the request of the Superintendent, if the Superintendent is absent by reason of lengthy personal illness or injury or exposure to communicable disease which could be communicated to others;
- B. upon certification of a physician selected and compensated by the Board.

If the Board determines that the Superintendent is unable to perform his/her duties, s/he may be placed on sick leave with such pay to which s/he may be entitled or which may be authorized by Board policy.

The foregoing leave shall not extend beyond the term of the contract.

The Superintendent may, upon proper certification of recovery, be returned to active duty status, unless the Board denies the request.

1400 Job Descriptions

The School Board authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

Revisions to job descriptions shall be reviewed with the employees affected prior to their use.

Each employee will be provided with a copy of his/her job description at the time of employment and any revisions thereto.

Employees will be evaluated, at least in part, against their job descriptions.

Revised 12/15/2014

1411 WHISTLEBLOWER PROTECTION

The School Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.

I.C. 36-1-8-8

Adopted 9/1/09

1520 EMPLOYMENT OF ADMINISTRATORS IN ADDITION TO THE SUPERINTENDENT

The Board recognizes that it is vital to the successful operation of the Corporation that positions created by the Board be filled with highly qualified and competent administrators.

The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by this Corporation.

In addition to the Superintendent, individuals employed in the following certificated positions covered by the Indiana State Teachers' Retirement Fund (TRF) shall be considered administrators:

- A. assistant superintendent
- B. director
- C. principal
- D. assistant principal

The contract entered into between the Board and an administrator shall be subject to the following conditions:

- A. The basic contract must be the regular teacher's contract as prescribed by the State Superintendent.
- B. The term of the initial contract for principals, assistant principals, and the director of special education must be for at least two (2) school years.
- C. The basic teacher contract may be altered, modified, or rescinded in favor of a new contract at any time by mutual consent of the Board and the administrator if the contract, when reduced to writing is consistent with Indiana law.

In addition to the Superintendent, Directors shall also be considered administrators.

These administrators who are employed in non-certificated positions shall be "at will" employees. Their employment can be terminated with or without cause at anytime.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

Relatives of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote on the employment.

Should the Board choose to employ a family member as herein defined, the Board member must file a conflict of interest statement that complies with the Indiana laws on disclosure of conflicts of interest.

Relatives of administrators may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Any administrator's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

Wherever possible, positions shall be filled by properly-licensed administrators.

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No candidate for employment as an administrator shall receive recommendation for such employment without having proffered documentary evidence of his/her license or pending application for license from the Division of Professional Standards of the Indiana Department of Education. Such license must indicate all of the areas in which the candidate has been licensed. No deletions are acceptable.

The Corporation shall review a candidate's previous work experience in determining his/her salary.

In the contract of an administrator the Corporation may provide compensation for services performed for a time, either before or after the school term, as considered necessary by the Board.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all administrators.

I.C. 20-26-5-4-8, 20-28-8-4, 35-44-1-3

Adopted 9/1/09

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1521 PERSONAL BACKGROUND CHECK

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the Corporation's administrative staff.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as an administrator which shall include the following:

- A. an expanded national criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification
- B. a search of the national sex offender registry maintained by the United States Department of Justice
- C. telephone inquiry with each former employer
- D. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- E. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board may deny employment to an applicant who is convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or defend a decision made pursuant to this policy.

During the course of his/her employment with the School Corporation, each administrator shall be required to report his/her conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted administrator.

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 10-13-3, 20-26-2-1.5

I.C. 20-26-5-10, 11, 20-28-1, -8; 20-28-5-8, 35-42-4

Adopted 9/1/09

Revised 7/6/10

REPLACED BY: D325 - SEE BOARD DOCS

1530 EVALUATION OF ADMINISTRATORS

The School Board is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment.

The purpose of the Performance Evaluation Plan is to promote continuous improvement in job performance to ensure efficient operations of the district in order to maximize student potential.

The evaluation process shall be used to identify the needs for individual and collective professional learning activities, recognize high quality administrative performance, identify needed areas of continued professional growth, and inform recommendations related to current and future job status.

The evaluation plan shall:

- 1) require each administrator to be evaluated annually;
- 2) outline the process of evaluation;
- 3) identify the documents that will be used throughout the evaluation process;
- 4) define the instructional and professional expectations of NACS which shall serve as a guide to administrators and evaluators; and
- 5) adhere to all legal requirements related to the administrator evaluation process.

I.C. 20-28-11.5

511 IAC 10-6

Adopted 9/1/09

Revised 12/15/2014

1537 MILITARY SERVICE

The School Board recognizes that military service by administrative staff members is a service benefiting the entire school community and the Board is committed to supporting this service by providing military leave to eligible administrative staff members. The Board will comply with leaves of absence for military service and reemployment in compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) as amended and Indiana law.

I.C. 10-16-7

I.C. 10-17-4

USERRA 38 USC 4301 et seq.

Adopted 7/6/2010

Revised 12/15/2014

1543 NON-RENEWAL OF ADMINISTRATIVE CONTRACTS

Before February 1st of the year in which the contract of an assistant superintendent, a principal, or an assistant principal is due to expire, the School Board shall give written notice of renewal or refusal to renew the individual's contract for the following school year. If the notice is not given before February 1st, the contract then in force shall be reinstated only for the ensuing year.

At least thirty (30) days before giving written notice of refusal to renew a contract, the Board shall inform the administrator by written preliminary notice that:

- A. the Board is considering a decision not to renew the contract; and
- B. if the administrator files a request for a private conference not later than five (5) days after receiving the notice, the administrator is entitled to a private conference with the Superintendent.

If the administrator files a request with the Board for an additional private conference not later than five (5) days after the initial conference with the Superintendent, the administrator is entitled to an additional private conference with the Board before being given written notice of refusal to renew the contract.

The preliminary notice must include the Board's reasons for considering a decision not to renew the contract.

I.C. 20-28-8-3

I.C. 20-28-8-4

Adopted 5/7/07